

BOARD OF ELECTIONS FOR NEW CASTLE COUNTY
Carvel State Office Building
820 N French Street
Wilmington, Delaware 19801

MINUTES FROM BOARD MEETING APRIL 12, 2005

Members Present:

Mr. Foraker, Mr. Austin, Mr. Baker, Mr. Kuhrt, Mrs. Dudlek, Mr. Lanouette, Mr. Krzyzanowski, Mr. Sterling, Ms. Parks,

Mrs. Manlove, Administrative Director

Mr. Sholl, Deputy Administrative Director

Mr. Calio, Commissioner of Elections

Mrs. Rodgers, Election Office Manager

1. Minutes of the Board Meeting of February 1 were accepted as presented.
2. Mrs. Manlove reviewed the Financial Report for the previous month.
3. Corrections to voter records:
 - Mr. Kuhrt moved that the 186 names on the “Moved from State” list dated April 12, 2005, be removed from the voter rolls. Mrs. Dudlek seconded the motion. Passed unanimously.
 - Mrs. Dudlek moved that the 106 names on the “Address Verification” list dated April 12, 2005, be removed from the voter rolls. Mr. Lanouette seconded the motion. Passed unanimously.
 - Mr. Baker moved that the 132 names identified by the Commissioner’s Program be removed from the voter rolls. Mr. Kuhrt seconded the motion. Passed unanimously.
 - Mr. Kuhrt moved that 6 names be removed from the voter records as personally requested. Mr. Baker seconded the motion. Passed unanimously.
 - Ms. Parks moved that the 7 requested birthdate changes be made. Mr. Sterling seconded the motion. Passed unanimously.
4. Mrs. Manlove reviewed the increase in Voter Registration figures as well as the voters on the Deceased List who were removed from the rolls. The processing and filing are current. The Department has filed over 22,000 dead files since the 2004 Election.
5. Mrs. Manlove reviewed the upcoming elections: City of Newark, COAD (Baylor Prison), St. Ann’s School, William Penn High School, Town of Elsmere, UAW Local 435, Cedar Lane Elementary School, Town of Townsend, Point-to-Point, Brandywine High School, School

Board (Brandywine, Christina, Colonial and Red Clay School Districts), UAW Local 1183, and the Brandywine Referendum.

6. Mrs. Manlove pointed out that there has been an increase in the hits to our website in March probably due to interest in school elections.

7. Mrs. Manlove had nothing new to report on voting machine upgrade.

8. The Department is now using New Castle County's Street map as a resource in adding new street to our maps.

9. Regarding the Help America Vote Act: Mrs. Manlove reported that the Department is awaiting certification of the upgrade to the voting machines and that the spending plan for 2003 Title II funds will be presented to the Clearinghouse on April 20. The Commissioner's Office is working on the 2004 Title II fund issue.

10. Mr. Sholl shared information received at the Fels Institute HAVA Conference. An Election 2004 project entitled MYVOTE1 involved national voter calls being received at a central point and distributed to the correct election office. The board heard several sample calls. Most calls concerned correct polling places and were handled at the call center. Other calls that included registration and absentee voting issues were forwarded to the local election office.

11. Mrs. Manlove and Mr. Sholl discussed with the Board some issues and ideas that they will be discussing for the future:

- Department's Telephone System
- Voter ID requirements
- Voter confusion over Polling Places
- Counting Absentee Ballots at Polling Places
- Districting errors
- Need more voting machines
- Too many court orders
- More robust funding for General and Primary Elections
- Automatic Recount – standards and process
- Polling Place signage
- Polling Place management
- Laptops with Voter Registration and Polling Place lookup capabilities
- Polling place cards mailed before each General Election
- Training – how we do it, etc.
- Operating Procedures
- Accessible Polling Places
- Data collection for surveys

12. Mrs. Manlove discussed with the Board legislation that is expected this session including:

- Special Elections in New Castle County
- Central Count Absentee System
- Time Change for School Referenda
- Housekeeping Bill – nomination, voter registration, absentee voting

13. Ms. Parks moved to suspend use of Forward Elementary School as a polling place until the renovations are complete. Mr. Sterling seconded the motion. Passed unanimously.

14. Mr. Sterling moved to change the polling place for ED 13-22 from Evangelical Presbyterian Church to George Wilson Community Center. Mr. Austin seconded the motion. Passed unanimously.

15. Mr. Sholl gave the Board copies of the Best Practices information from the Election Assistance Commission as well as the Franklin County Report.

16. Mrs. Manlove informed the Board of the on-going discussions with the Finance Dept. regarding Election Officer payroll as well as payments to our employees for work on non-State elections.

17. Mr. Baker moved the meeting be adjourned. Mr. Sterling seconded the motion. Passed unanimously.

Next Meeting: Thursday, May 12

Respectfully submitted,

Ross E. Austin
Secretary

FINANCIAL REPORT

FY 2005 Expenditures

Department of Elections for New Castle County

4/12/05

CATEGORY	SPENT	ENCUMBERED	AVAILABLE	BUDGETED	% SPENT
1 PERSONNEL	\$623,575	\$0	\$224,625	\$848,200	74%
2 TRAVEL	\$5,167	\$0	\$7,933	\$13,100	39%
3 CONTRACTUAL	\$141,016	\$36,000	\$22,884	\$199,900	71%
4 ENERGY	\$11,018	\$0	\$3,082	\$14,100	78%
5 SUPPLIES	\$6,559	\$0	\$3,141	\$9,700	68%
6 MOBILE REGISTRATION	\$3,231	\$0	\$269	\$3,500	92%
7 FY 2005 ELECTIONS	\$148,655	\$136	\$209	\$149,000	100%
8 FY 2005 SCHOOL ELECTIONS	\$0	\$0	\$130,350	\$130,350	0%
9 SPECIAL ELECTION	\$0	\$0	\$0	\$0	0%
10 FEDERAL REIMBURSEMENT	\$798,431	\$6,400	\$170,169	\$975,000	82%
11 FY 2004 MOBILE REGISTRATION	\$189	\$0	\$439	\$628	30%
12 FY 2003 ELECTIONS	\$174,869	\$0	\$3	\$174,873	100%
13 FY 2004 PRES PRIMARY	\$261,870	\$3,056	\$47,492	\$312,418	84%
14 FY 2004 SCHOOL ELECTIONS	\$18,412	\$500	\$5,079	\$23,991	77%
15 REAPPORTIONMENT	\$0	\$0	\$51,994	\$51,994	0%
16 CAPITAL PURCHASE	\$3,828	\$0	\$0	\$3,828	100%
17 VOTING MACHINE TRAINING	\$111	\$0	\$0	\$111	100%
GRAND TOTAL	\$1,398,311	\$39,692	\$497,062	\$1,935,064	72%

DEPARTMENT ACTIVITIES

4/12/05

BOARD REMOVALS AND CORRECTIONS

Department of Elections for New Castle County

- ***REMOVAL PROGRAMS***

- ***Moved from State: 186 (D - 70, R - 72, Other - 44)***
- ***Address Verification: 106 (D - 34, R - 41, Other - 31)***
- ***COE Verification: 132 (D - 43, R - 53, Other - 36)***
- ***Personal Requests: 6 (D - 1, R - 2, Other - 3)***

- ***BIRTH DATE CHANGES: 7***

DEPARTMENT ACTIVITIES

4/12/05

Department of Elections for New Castle County

- **REGISTERED VOTERS**
 - **Nov 2004: 362,408**
 - **Mar 2005: 362,975**
 - **Apr 2005: 363,573**
- **DECEASED – REMOVED FROM ROLLS.**
 - **Jan 2005: 251 (D - 116, R - 87, Other - 48)**
 - **Feb 2005: 246 (D - 123, R - 61, Other - 62)**
- **PROCESSING & FILING.**
 - **Current.**
 - **Filed over 22,000 deads.**

DEPARTMENT ACTIVITIES

4/12/05

FY 2005 Elections

Department of Elections for New Castle County

- **Apr 12 – City of Newark**
- **Apr 15 – COAD (Baylor)**
- **Apr 26 – St Ann's School (Student Government)**
- **Apr 27 – William Penn High School (Senior Class officers)**
- **Apr 28 – William Penn High School (Student Council)**
- **Apr 30 – Town of Elsmere**
- **May 3 & 4 – UAW Local 435**
- **May 6 – Cedar Lane Elementary School (Principal for a Day)**
- **May 7 – Town of Townsend**
- **May 8 – Point-to-Point**
- **May 10 – Brandywine High School (Class officers)**
- **May 10 – School Board (Brandywine, Christina, Colonial & Red Clay)**

DEPARTMENT ACTIVITIES

4/12/05

FY 2005 Elections cont'd

Department of Elections for New Castle County

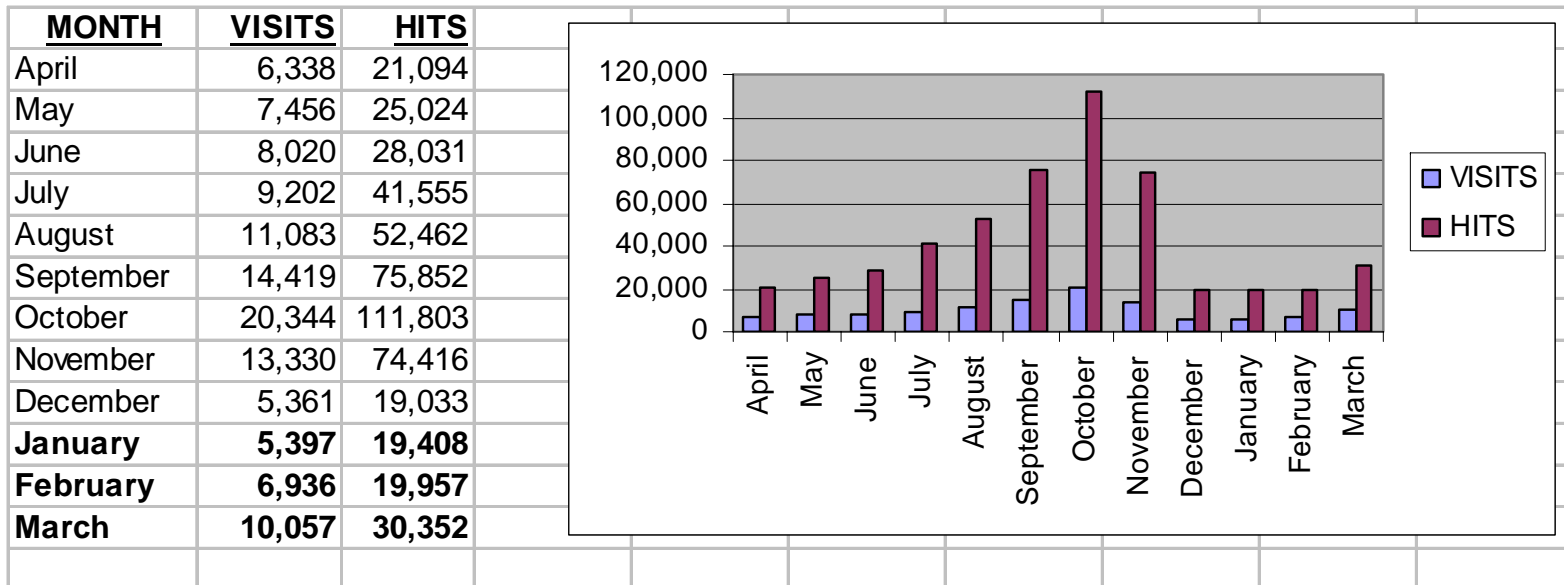
- **May 12 & 13 - UAW Local 435 runoff (if necessary)**
- **May 18 – UAW Local 1183**
- **May 24 – Brandywine Referendum**
- **May 26 – UAW Local 1183 runoff (if necessary)**
- **June 1 – UAW Local 1183**
- **June 8 – UAW Local 1183 runoff (if necessary)**

DEPARTMENT ACTIVITIES

4/12/05

WEB Site Activity

Department of Elections for New Castle County



2005 entries are in bold.

DEPARTMENT ACTIVITIES

4/12/05

Voting Machines

Department of Elections for New Castle County

- ***BALLOT PREPARATION SOFTWARE.***
 - Upgrade pending.
- ***FIRMWARE.***
 - Upgrade pending.
- ***HARDWARE.***
 - Upper shocks need attention.
 - Upgrade pending.

DEPARTMENT ACTIVITIES

4/12/05

Redistricting

Department of Elections for New Castle County

- **On-going maintenance.**
- **Using NCC Street Map for adding new streets.**

DEPARTMENT ACTIVITIES

4/12/05

Help America Vote Act of 2002

Department of Elections for New Castle County

- **Awaiting certification of the upgrade to our voting machine.**
- **Spending plan for 2003 Title II funds to be presented to Clearinghouse on April 20.**
- **Awaiting 2004 Title II funds. Commissioner's Office is working on the issue.**

DEPARTMENT ACTIVITIES

2004 GENERAL ELECTION

Department of Elections for New Castle County

4/12/05

- **Have access to MYVOTE1 data base.**
 - **177 calls recorded.**
 - **32 – not usable.**
 - **In process of reviewing others. Will give detailed report next month.**
 - **Type of call:**
 - **Where do I vote?**
 - **Registration concerns?**
 - **Absentee issues?**
 - **Process issues?**
 - **Will play several calls.**

DEPARTMENT ACTIVITIES

2004 GENERAL ELECTION

Department of Elections for New Castle County

4/12/05

- **ISSUES – keep reporting so we don't lose focus.**
 - **Department's Telephone System.**
 - **Voter ID requirements.**
 - **Voter confusion over Polling Places.**
 - **Counting Absentee Ballots at Polling Places.**
 - **Districting errors.**
 - **Need more voting machines.**
 - **Too many court orders.**
 - **More robust funding for General and Primary Elections.**

DEPARTMENT ACTIVITIES

2004 GENERAL ELECTION

Department of Elections for New Castle County

4/12/05

- **Issues – cont'd**

- **Automatic Recount – standards and process.**
- **Polling Place signage.**
- **Polling Place management.**
- **Laptops with Voter Registration and Polling Place lookup capabilities. Voter check in also?**
- **Polling place cards mailed before each General Election.**
- **Training – how we do it, etc.**
- **Operating Procedures.**
- **Accessible Polling Places.**
- **Data collection for surveys.**

DEPARTMENT ACTIVITIES

4/12/05

2005 LEGISLATION

Department of Elections for New Castle County

- **Bill to provide for special elections when a vacancy occurs in County Council.**
 - **Substitute bill deals with our concerns.**
- **Expect a bill to permit a Central count absentee system.**
- **Expect a bill to change time for school district referendums.**
- **Expect a bill to fix some election issues – nominations, voter registration, absentee voting, etc.**

OLD BUSINESS

4/12/05

Department of Elections for New Castle County

- **School Board Election Polling Places**
 - **Suspend use of Forwood Elementary School until renovation complete.**

NEW BUSINESS

4/12/05

Department of Elections for New Castle County

- **Review of Best Practices.**
- **Review of Franklin County Report.**
- **Change Polling Place for ED 13-22 from Evangelical Presbyterian Church to George Wilson Community Center.**